

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
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October 30, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., November 22, 2019.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
https://admin.sc.gov/real_property/policiesandprocedures.

Sincerely,
Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA LAW ENFORCEMENT DIVISION**

OFFICE SPACE IN RICHLAND COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposal to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposal should be submitted initially.

**LEASE CRITERIA – South Carolina Law Enforcement Division
EXAMPLES OF CRITERIA**

- Location: Richland County
 - [Prefer to be within ten miles of SLED headquarters: (4400 Broad River Rd, Columbia, SC)]
- Expected occupancy date: As soon as possible
- Total space needed is approximately 2,400 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - **Personnel Areas**
 - Three (3) Standard Offices for professional staff of approximately 120 square feet each
 - Three (3) shared offices (two staff members per office) of approximately 120 square feet each
 - One (1) small workstation for staff who are mostly out on call, of approximately 25 square feet
 - **Standard Support Areas:**
 - One (1) small sized reception area, to accommodate up to 2 people at a time of approximately 50 square feet
 - One (1) small break room with seating to accommodate up to 4 people at a time of approximately 120 square feet
 - One (1) print alcove of approximately 40 square feet
 - One (1) LAN room (with floor mounted racks) of approximately 100 square feet
 - One (1) small storage room of approximately 120 square feet
 - One (1) medium conference room of approximately 250 square feet
 - **Special Support Areas:**
 - One (1) open room for operations center of approximately 400 square feet with a wall capable of supporting three 85" televisions
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.



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- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Internet service must be private with this tenant as only client on line.
- Will require 24/7/365 access.
- 17 parking spaces are desired. State availability of reserved parking and one handicap parking space.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for at least a 3 year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

Standard State lease must be used – a copy is available on our website at:

https://admin.sc.gov/real_property/forms or can be provided upon request.

- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 p.m., November 27, 2019.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with the South Carolina Law Enforcement Division (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
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